PURDUE

UNIVERSITY

# ADM/RESEARCH MACHINING SERVICES
# BUILDING EMERGENCY PLAN

**Date Adopted: June20,2012**

**Date Revised: new document_____**

**Prepared By: Scott Brand**

READY Purdue

PREPARE, PLAN, STAY INFORMED

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# Section 1

## 1.1 Introduction

A) Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The building deputy or an individual designated by the department head will develop the BEP and submit it to the Campus Emergency Preparedness and Planning Office for review, distribution to the fire department, and posting to the Emergency Operations Center building binder. Please send your final BEP electronically to the Emergency Preparedness Office at rdwright@purdue.edu.

B) Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, send an email to the Emergency Preparedness Office at rdwright@purdue.edu indicating the BEP has been reviewed and no changes are needed. The date of the email will be logged as the BEP Annual Review Date and will be inputted into the University BEP Tracking Form.

C) The BEP is designed to provide students, faculty, staff and visitors basic **warning notification system**, **shelter-in-place** and **building evacuation** emergency information for natural and human-caused incidents.

D) As a member of the Purdue Community, you should also be familiar with the **Purdue Emergency Procedures Guide.** This flip-style guide describes the procedures to follow in a variety of emergencies. A copy of the **Guide** can be view electronically on the Emergency Preparedness website: http://www.purdue.edu/emergency_preparedness/

E) If you have any questions about the BEP, contact your building deputy, designated BEP developer or the Director Campus Emergency Preparedness and Planning at 494-0446.

# Section 2: User Items

## 2.1 Emergency Contact Information:

A)

| Building Manager or Deputy | |
|---|---|
| Name | Scott Brand |
| Phone Number | 494-1218 |
| Email Address | brand@purdue.edu |
| Office/Room Number | ABE room 110 |

B)

| Facility Manager, if applicable | |
|---|---|
| Name | Verlin Lindley |
| Phone Number | 494-3710 |
| Email Address | vdlindley@purdue.edu |
| Office/Room Number | RMS shop |

C)

| Safety Manager if applicable | |
|---|---|
| Name | Scott Brand |
| Phone Number | |
| Email Address | |
| Office/Room Number | |

D)

| List any other contacts, if applicable | |
|---|---|
| Name | John Weaver |
| Phone Number | 494-5494 |
| Email Address | jrweaver@purdue.edu |
| Office/Room Number | Birck |

## 2.2 Non-emergency Contact Numbers:

A) Fire: Purdue Fire Department (PUFD) 494-6919
B) Police: Purdue Police Department (PUPD) 494-8221
C) Radiological and Environmental Management: 494-6371
D) Physical Facilities Services: 494-9999
E) Emergency Preparedness Office 494-0446

## 2.3 Automatic External Defibrillator (AED)

A) An Automated External Defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

B) Many departments have purchased AED (s) and placed them in locations throughout their building. If your facility has an AED (s), please fill out the following table:

| AED Location | Contact Person | Contact Person's Phone # |
|---|---|---|
| Grounds Service Building | | |
| | | |
| | | |
| | | |
| | | |
| | | |

C) For any questions about AED's or to report a purchase of one, please contact Lt. John Guerra with Purdue Fire at 765-494-0958.

D) Go to: www.purdue.edu\fire click Inspections, to access an electronic form to self report your AED quarterly inspections.

## 2.4 Response to Alarms:

**REMEMBER, WHEN YOU HEAR:**

- ALL HAZARDS SIRENS immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility
- FIRE ALARMS immediately **evacuate** the building and move to a safe location

*In both cases, you should seek additional clarifying information by all possible means…Purdue Homepage, TV, radio, email, etc.*

## 2.5 Detailed Emergency Evacuation Procedures

### A) Evacuation Policy:

1) Purdue policy requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must **promptly** evacuate the building using the nearest designated exit routes.

2) Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
3) Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
4) All building occupants will follow instructions relevant to public safety issued by the building deputy, or fire and police personnel.
5) After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the building deputy (or designated safety representative) and emergency responders.
6) No one may re-enter building until authorized to do so by fire or police department officials.

B) **General Evacuation Procedures--If you hear the fire alarm or are instructed to leave the building:**

1) Immediately obey evacuation alarms and orders. Tell others to evacuate.
2) No one may remain inside a building when an evacuation is in progress.
3) Classes in session must evacuate.
4) If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
5) When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA. **REMEMBER, IN CASE OF A FIRE, IT IS IMPORTANT TO NOT DELAY EVACUATION.**
6) Close doors as rooms are vacated.
7) Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
8) Note location of trapped and injured victims and notify emergency responders.
9) Walk calmly but quickly to the nearest emergency exit.
10) Use stairways only. **Do not use elevators.**
11) Keep to the right side of corridors and stairwells as you exit.
12) Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
13) Remain in EAA until roll is taken and instructions are given.
14) Do not reenter the building until authorized fire or police department personnel give the "All Clear" instruction.

### C) Building Specific Evacuation Procedures

Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area.

Follow evacuation instructions posted in labs and hallways.Move to Emergency Assembly Area and wait for further instruction.A head count will be taken.

### D) Emergency Assembly Area Location (after you have evacuated your building)

Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a "headcount" very difficult to conduct. Be prepared to provide first responder personnel as much information as you know.

1) Primary location (should be ***outside***, in an area away from the building): The EAA location is ADM parking lot along South Russell Street.

2) Secondary location (should be ***inside a nearby building*** in case of inclement weather): The secondary location is the Grounds Service building directly South of the ADM building.

## 2.6 Detailed Emergency Shelter in Place Procedures

> **Shelter in place** means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance. When you hear the sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

A) **Types:** You may be required to Shelter In Place for events such as:

1) Tornado warning or other severe weather events.
2) Hazardous materials release.
3) Active shooter, building intruder, or civil disturbance.
4) As directed by police personnel for any other situation that requires you to find protection within a building.

B) **When to Shelter in Place:** You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:
1) You hear the All Hazards Outdoors Emergency Warning Sirens.
2) When directed by police or fire department personnel.

C) **General Procedures:** Purdue ALERT, the University's emergency warning notification system, will be used to notify the Purdue community of a "shelter in place" situation.

1) If you are "sheltering" due to a **tornado warning**, immediately go to a safe location in your building.
   (i) Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
   (ii) In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
   (iii) If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.
   (iv) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

(v) Any occupant that encounters a physically disabled individual should assist them if possible.
(vi) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

2) If you are "sheltering" due to a **hazardous materials (HAZMAT)** accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:

(i) Close all windows and doors.
(ii) Move to the shelter in place location.
(iii) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
(iv) Do not use elevators as they may pump air into or out of the building.
(v) Any occupant who encounters a student or visitor should direct them to take appropriate actions.
(vi) Any occupant that encounters a physically disabled individual should assist them if possible.
(vii) Try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)

3) If you are "sheltering" due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building (**normally the police department or the All Hazards Outdoors Sirens will be the notification method**).

(i) If possible, take refuge in a room that can be locked.
(ii) If possible, close and lock the building's or room's door (s). If unable to lock the door secure it by any means possible.
(iii) The room should also provide limited visibility to anyone that is outside of it.
(iv) Hide under a desk, in a closet, or in the corner.
(v) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Purdue Homepage, TV, radio, email, etc.)
(vi) Report any suspicious activity if you can do so without jeopardizing your safety...Call 911 if possible.

D) **Building Specific Shelter in Place Procedures and Locations:**

Shelter in place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures.

In the event of a weather related Shelter In Place event occurring Monday through Friday between the hours of 7:00 and 3:30,exit the building and take shelter in room 113 of the Grounds Building.The Grounds Service Building is the 2 story building across South Russell Street.
After hours and weekends-evacuate the building and monitor the situation.

Seek shelter in ADM room 145 in the event of a Civil Disturbance or HAZMAT release.

If you are directed to shelter in place, but you are unaware of the specific reason, proceed to the lowest level of the building but continue to seek additional information by all possible means to determine the type of incident. Once you have determined the type of emergency, follow the below chart:

| EMERGENCY | EMERGENCY ASSEMBLY AREA (EAA)—SHELTER IN PLACE |
|---|---|
| Weather-Related—Tornado Warning | Basement corridors, basement offices, basement restrooms<br>Or the lowest level of the building (stay away from windows and doors) |
| Hazardous Materials (HAZMAT) Release | Remain or find an unaffected office or work area and close windows and doors. |
| Civil Disturbance—active shooter | Seek a safe location, preferable a room without windows that can be locked or secured by barriers. |

## 2.7 All-Clear Procedures

A) Do not re-enter the building until the all-clear announcement is given by a Purdue Police or Fire Officer.
B) The All Hazards Outdoor Warning Sirens will **not** be used to send an all clear signal. Seek additional information by all means possible to include TV and radio channels.

## 2.8 Class suspension or Campus closure

The President of the University, or in her absence, the Executive Vice President for Business and Finance, Treasurer and the Executive Vice President for Academic Affairs

and Provost jointly, will make a decision to declare class suspension or campus closure. Additional information will be forwarded to the campus community by the Marketing and Media Office.

# Section 3: Information for Emergency Responder

## 3.1 Building Deputy/Alternate Building Deputy Information

Please fill in the following areas. Tailor the form to the needs of your building

| | | | |
|---|---|---|---|
| **Building Name:** | ADM | | |
| **Building Deputy (BD):** | Scott Brand | **Email:** | brand@purdue.edu |
| **BD Campus Address:** | ABE building room 110 | | |
| **BD Telephone No.:** | 494-1218 | **FAX No.:** | 496-1115 |
| **Alternate BD or Bldg Contact person:** | Dan Taylor | **Email:** | taylordc@purdue.edu |
| **Alternate BD Campus Address:** | ABE room 203 | | |
| **Alternate BD Telephone No.:** | 494-1181 | **FAX No.:** | 496-1115 |

## 3.2 Building Description

Describe the building (e.g., number of floors and major uses of building) here.

**THE ADM BUILDING IS A SINGLE STORY METAL BUILDING HOUSING THE ABE DEPARTMENT ALONG WITH RESEARCH MACHINING SERVICES.THE ABE PORTION OF THE BUILDING INCLUDES TEACHING ROOMS,A HI BAY TEACHING LAB.A STUDENT WORK SHOP AREA AND A COLD STORAGE SECTION.THE RESEARCH MACHING SERVICES PORTION IS A MACHINE SHOP AND WELDING SHOP.**

## 3.3 Building Departments

List all departments with employees in your building.

| Department | Safety Coordinator | Phone | Building | Room |
|---|---|---|---|---|
| ABE | Scott Brand | 41218 | ABE | 110 |
| RMS | Scott Brand | 41218 | ABE | 110 |
| | | | | |

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |

## 3.4 Building Safety Committee

If your building has a safety committee, please list committee members and positions (chair, vice-chair, other officers, members, etc.).

| Name & Position | Department | Phone | Building | Room |
|---|---|---|---|---|
| Scott Brand | ABE | 41218 | ABE | 110 |
| Dianne Evans | RMS | 43710 | ADM | 142 |
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## 3.5 Building Critical Operations

Critical operations are any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. This information must be readily available to first responders to assist them in their emergency response efforts.

Employees may need to notify Purdue Fire about the following critical operations:

| Operation | Room | Department | Responsible Person | Phone |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 3.6 Building Alarm (s)

Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building such as elevator alarms, evacuation alarms, bio-safety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.

Insert your building alarm information here. Enter as much information as needed.

# Section 4: BEP Responsibilities and Requirements

## 4.1 Department Head or Designated Representative

A) Appoint the building deputy or designated representative to develop, coordinate, and distribute the BEP to building residents.
B) Review the plan prior to submission to the Campus Emergency Preparedness and Planning Office.

## 4.2 BEP Developer (building deputy or an individual designated by the department head)

A) Prepare, coordinate, and distribute the BEP to building occupants.
B) Ensure the BEP is readily available and used during emergency incidents.
C) Review the **BEP annually** to ensure information and procedures are current.
D) List all ***Critical Operations*** in the BEP for first responder reference and use.
E) Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
F) Assist in building evacuation.
G) Report to Emergency Assembly Area (EAA) and account for evacuated personnel.
H) Collect and provide essential information to emergency response personnel (e.g. location of incident, persons in building, special hazards, etc.).
I) Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned individual that requests additional assistance, evacuation maps, emergency assembly area, etc.).
J) Include in the BEP any additional information as directed by the department head or the individual responsible for the building.

## 4.3 Building Occupants

A) Know the evacuation routes and EAA location(s).
B) Participate in exercises/drills.
C) Attend department training sessions.
D) All building occupants must be familiar with the BEP. **Read it carefully**. If you have any questions, consult your building deputy, department safety coordinator or safety committee representative. Keep the following tips in mind as you read through the document. *Be familiar with:*

1) *The Purdue Emergency Warning Notification System—Purdue ALERT.*
2) *Evacuation routes, exit points, and location to report for roll call after evacuating the building.*
3) *When and how to evacuate the building.*
4) *When and where to shelter in place within the building.*
5) *Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.*

6) *Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification)*
7) *Additional building specific procedures and requirements.*

## 4.4 Training

A) Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.
B) Building Deputies or BEP Developers are highly encouraged to annually exercise the BEP to validate procedures and to ensure building occupants understanding. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the BEP should be incorporated into the BEP and a copy forwarded to the Campus Emergency Preparedness and Planning Office. The Campus Emergency Preparedness and Planning Office will assist in exercise development as needed.
C) Training Slide Presentation Template
   1) A Power Point Training Presentation template is located on the Emergency Preparedness website (http://www.purdue.edu/emergency_preparedness/) to assist the building deputy or designated representative develop a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. **Feel free to add or delete information based on your building set up and training objectives.** Please contact the Director, Campus Emergency Preparedness and Planning at 4-0446 if you have any questions.

## 4.5 BEP Requirements

A) The BEP must be reviewed annually to ensure information and procedures are current. The Campus Emergency Preparedness and Planning Office will also review the BEP, maintain a copy for use by Emergency Operations Center personnel and forward a copy to the Purdue Fire Department.
B) If there are no significant changes that warrant a BEP revision, send an email to the Emergency Preparedness Office at rdwright@purdue.edu indicating the BEP has been reviewed and no changes are needed. The date of the email will be logged as the BEP Annual Review Date and will be inputted into the University BEP Tracking Form.
C) Contact the Director, Campus Emergency Preparedness and Planning at 4-0446 if you need any assistance.

# Section 5

## 5.1 Evacuation Guidelines for People Requesting Additional Assistance

A) General Policy (reference Appendix D for specific information that may be useful in developing your specific policy/procedures for your building):

Expand on any specific procedures for occupants requiring additional assistance here.

B) Check on people with additional needs during an evacuation. A "buddy system," where people with additional needs arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
C) **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.
D) **Always ask** someone requiring additional assistance how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
E) Faculty and staff who have mobility impairments should let the building deputy or designated building representative know the location of their usual work area and additional needs.
F) An individual that requires additional assistance may fill out the **"Voluntary Registry for Persons Requesting Additional Assistance"** form located in Appendix C. Purdue Fire Department personnel will assist the individual in developing a personalized response plan for possible emergency incidents. Once all information has been entered on the form it should be hand carried to the Purdue Fire Department or sent by campus mail/U.S. Postal Service.

# APPENDICES

## Appendix A: Acronyms and Term Definitions

**Acronyms**

**BD:** Building Deputy
**BEP:** Building Emergency Plan
**EAA:** Emergency/Evacuation Assembly Area
**EPG:** Emergency Procedures Guide
**PUFD:** Purdue University Fire Department
**PUPD:** Purdue University Police Department
**REM:** Radiological and Environmental Management

**Term Definitions**

**All Hazards Outdoor Warning Sirens:** Tippecanoe County Emergency Management Agency controls activation of the siren system. (Purdue police department has access/can activate the five sirens located on campus.) Sirens are part of the warning notification system for any major shelter in place event such as tornado warning, building intruder, active shooter, civil disturbance, or as deemed necessary by police personnel.

**Building Deputy:** The building deputy is a University employee who has a defined role in each campus building. In an emergency, the building deputy should report to the Incident Command location to provide building information to emergency responders. The "all clear" information will typically be communicated to the building deputy when it is safe to return to the building so that the occupants can be notified.

**Building Emergency Plan:** The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

**Building Safety Committee:** A group composed of members of each department in the building generally chaired by the building deputy or other employee, charged with coordinating building safety concerns.

**Critical Operations:** Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

**Department Safety Coordinator:** This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program.

**Department Safety Committee:** A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

- Serves as a forum for department employees to report and discuss safety or environmental improvement needs.
- Identify employee needs for safety training and request training sessions accordingly.
- Coordinates safety self audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

**Emergency/Evacuation Assembly Area(EAA):** A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

**Emergency Responder(s):** Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from Purdue University police department, Purdue fire department, REM, Physical Facilities, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

**Roll Taker:** A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

# Appendix B: Resource List

**Campus Emergency Preparedness and Planning Office:** 765-494-0446
The office serves as the focal point for emergency preparedness questions and issues. Reference the following website for more information:
http://www.purdue.edu/emergency_preparedness/

**Radiological and Environmental Management:** 765-494-6371
Information on various safety topics, including hazard evaluations and employee training can be found online at http://www.purdue.edu/REM

**Physical Facilities:** 765-494-9999
Installation and repair of facility safety equipment; maintenance services can be found online at http://www.purdue.edu/buildings_grounds/

**Purdue University Police:** 765-494-8221
Information on personal safety in the workplace can be found online at http://www.purdue.edu/police/programs/types/workplace.htm

**Purdue University Fire:** 765-494-6919
Information on training and services http://www.purdue.edu/fire

# APPENDIX C

PURDUE UNIVERSITY

DATE SUBMITTED: _____

REVIEWED BY: _____

## VOLUNTARY REGISTRY FOR PERSONS REQUESTING ADDITIONAL ASSISTANCE

Once all information has been entered completely, please send form by campus mail, U.S.P.S. or in person to:

Lt. John Guerra
Purdue Fire Department
1250 Third Street
West Lafayette, IN 47907

Name: _____ Assistance Location(s): _____
Email: _____ Assistance Location Phone: _____
Primary Phone: _____ Emergency Contact Name: _____
Address: _____ Emergency Contact Number: _____
Student_____ Staff_____ Faculty_____

| **Emergency Notification** | **Type of Assistance Requested** |
|---|---|
| Fire / Building Evacuation: | |
| Severe Weather: | |
| Shelter-in-place: | |
| Other (specify): | |

**In the event of an emergency that may require the evacuation of a campus building, the following procedures are recommended:**

- If you are able to evacuated, please do so at that time. Remember to use the stairs if able. Never use the elevator during a fire alarm.
- If not… shelter- in- place in an area with no immediate hazards and telephone 911. Advise the police dispatcher of your location. The use of 911 routinely identifies the location of the caller if you are calling from a Purdue University land-line phone. Even if the caller is unable to speak, the dispatcher will then automatically surmise that the caller may be in trouble and will respond accordingly.
- If you are unable to call 911, advise others around you of your location and have them inform emergency personnel of your location.
- If you are in no immediate danger, remain where you are and wait for emergency personnel to arrive.
- If you are in immediate danger, move to an area where you can shelter-in-place (recommended areas would be a room with an outside window or a room with a sprinkler system if available.)
- You are also encouraged to carry a sounding device like a small whistle, flashlight and cell phone to alert emergency personnel of your location.
- It is best to have arrangements pre-planned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Having a plan and practicing it may save your life. Contact the Purdue Fire Department for arrangements or questions at (765) 494-6919.

**For further assistance in your personal emergency preparedness activities, please contact the Purdue University Campus Emergency Preparedness & Planning Office at (765) 494-0446 or visit our website at:**

www.purdue.edu/emergency_preparedness/

# Appendix D: Supplemental Evacuation Guidelines for People with Disabilities

The following guidelines have been adopted by Purdue University to assist in planning for the evacuation of people with physical disabilities.

**I. In all emergencies, after an evacuation has been ordered:**

A) Evacuate if possible.

B) **DO NOT** use elevators, unless authorized to do so by emergency services personnel.

C) Check on people with additional needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.

D) **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

E) ALWAYS **ASK** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

F) **If you have a physical disability and are unable to use stairways:**

1) Stay calm, and take steps to protect yourself.

2) If there is a working phone, call 911 and tell the police dispatcher where you are **or** where you will be moving to.

3) **If** you must move, we recommend the following:

(i) Move to an enclosed exit stairway, while taking care not to block the exit of building personnel.

(ii) Request persons exiting by way of the stairway to notify the Fire Department of your location.

(iii) Await Emergency Responders.

**II. Power Outages:**

A) If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular business hours, Building Deputies should be notified so they can advise emergency personnel.

B) If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 911 and request evacuation assistance.

**III. The following guidelines are general and may not apply in every circumstance.**

A) Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.

B) Two or more trained volunteers, if available, should conduct the evacuation.
C) ALWAYS **ASK** people with disabilities how you can help **before** attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
D) Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
E) Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs. Certain lifts may need to be modified, depending on the disabilities of the people. Volunteers can obtain more emergency evacuation information regarding lifting techniques from the Office of Institutional Equity.

## IV. Tips to remember when interacting with people with specific disabilities

A) Blindness or Visual Impairment
   1) Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.
   2) DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
   3) Give other verbal instructions or information (i.e. elevators cannot be used).

B) Deafness or Hearing Impairment
   1) Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
   2) Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

C) Mobility Impairment
   1) It may be necessary to help clear the exit route of debris (if possible).
   2) If people with mobility impairments cannot exit, they should move to a safer area, e.g.
      (i) Most enclosed stairwells.
      (ii) An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
   3) Call 911 or notify police or fire personnel immediately about any people remaining in the building and their locations.
   4) Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

5) If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

## V. Summary

A) Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

# Appendix E: Revision Log

| Revision Date | Revised By: | Date Sent to Emergency Preparedness Office | Changes |
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